



**DEFENSE LOGISTICS AGENCY  
DEFENSE CONTRACT MANAGEMENT COMMAND  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FT. BELVOIR, VIRGINIA 22060-6221**

IN REPLY  
REFER TO

AQOE

OCT 28 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT  
DISTRICTS**

**SUBJECT: DCMC Memorandum No. 98 -006, Terminations Process Action Team  
Selection (TASKING)**

This is a TASKING memorandum, effective immediately and to be completed by Nov 3, 1997. Target Audience: District Commanders.

**Termination Work Levels 1991-1997 (6,000-1,500)**

From 1991 to present DCMC contract terminations workload decreased from 6,000 to 1,500. We can expect a continued decrease as we close the remaining older dockets.

**Termination PAT Team Review**

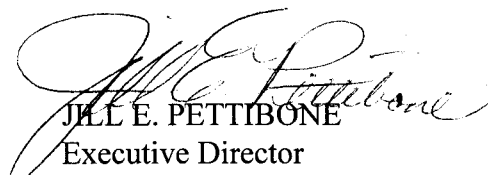
DCMC structured termination resources to meet the 1991 needs. That workload no longer exists. Therefore, a "Terminations PAT Team" is needed to determine the best possible utilization and organizational structure of our termination resources.

**Tasking**

District Commanders are requested to provide PAT team members in support of the attached charter. Team member names should be provided to AQOE by Nov 3, 1997.

**Point of Contact For Further Information**

Please direct any questions you may have to Mr. Kevin R. Koch, Property Management, Contract Closeout, and Terminations Team (703) 767-6398 or DSN 427-6398, (email: kevin\_koch@hq.dla.mil).

  
JILL E. PETTIBONE  
Executive Director  
Contract Management Policy

Attachment



## **TERMINATIONS PROCESS ACTION TEAM (PAT) CHARTER**

**ISSUE:** The Defense Contract Management Command contract termination workload has taken a drastic downward turn since 1991. Reference Attachment I. With the total workload of under 1600 dockets, DCMC must review the allocation of resources dedicated to settling terminations, and identify opportunities to improve efficiency.

**GOAL:** The process action team's (PAT's) goal will be to develop a recommendation for DCMC as to the best possible organizational approach towards the administration of contract terminations for convenience.

**TASKS:** In order to develop the recommendation, the PAT must address the following considerations in addition to any other issues that they encounter during the review.

- Utilize current and historical data, Pareto trend analysis, and current events to project future termination workloads for DCMC.
- What are the possible organizational structures for accomplishing the goal, e.g. does DCMC need Termination Contracting Officers to be separate from Administrative Contracting Officers?
- What are the pros and cons of the recommendation?
- What is the PAT's recommendation?

**PRODUCT:** Recommendation supported by above tasking results.

### **PAT MEMBERS: 10**

- 1 Kevin R. Koch, DCMC AQOE, Chairperson
- 1 DCMC AQB
- 2 (1 ea) Manager with 1102 background from the western and eastern field offices
- 3 (1 ea) Manager with varied background from each district office
- 1 Legal Representative with a terminations and contract administration background
- 2 (1 ea) Termination Settlement Office Chief from western and eastern field offices

Completion: 60 days